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 IDENTIFIERS Japanese People

## ABSTRACT

The materials included in this presentations consist of information about a program to teach library research skills to Japanese university students of English as a Second Language (ESL) studying in the United States and student worksheets for use in the program. The program, instituted at Mukogawa Fort Wright Institute (Washington), is designed to assist English majors from Mukogawa University (Japan) in use of the Institute's specialized library collection. An introductory section describes the institution and collection, outlines the rationale for library research instruction, student needs, and lesson contents, and lists examples of student research projects undertaken at the Institute. The student materials include a library and research vocabulary list, worksheets for four lessons, a sample topic worksheet, and a brief list of additional resources. Lesson topics include: finding one's way around the library; using general reference books; the Dewey Decimal System; and the computer card catalog. (MSE)

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# **Teaching Library Research Skills to ESL Students**

Presentation #4052

TESOL '97

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## INTRODUCTION

Susan Thompson has been the Library Media Specialist at Mukogawa Fort Wright Institute for four years. For the past 15 years Ms. Thompson has worked in the public schools as an elementary teacher and in adult education as a ABE, GED, and ESL instructor.

Mukogawa Fort Wright Institute (MFWI) was established in 1990 as a branch campus of Mukogawa University (MU), Nishinomiya, Spokane's sister city in Japan. During their sophomore year, approximately 200 English language majors at MU arrive each term to study at the Spokane campus as a required part of their comprehensive English curriculum.

MFWI occupies the site of Spokane's historic Fort George Wright Army base, which was built in 1898. Students live and study on campus, and participate in many community outreach programs.

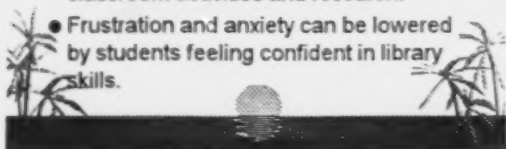
In 1994, when MFWI built a library on the campus, Ms. Thompson was given the challenging job of establishing a library collection for the faculty and students. The library collection supports the school's specialized curriculum: materials must be a high interest level, yet meet the differing language capabilities of the students. Special emphasis is placed on biographies of famous Americans, American history (especially Pilgrims, colonial times, Revolutionary War, Civil War, and pioneers), cultural diversity, American literature, and current issues.

As the Library Media Specialist, it is Ms. Thompson's job to assist the faculty in selecting materials appropriate to the curriculum and the students' needs. The process of research in this library can be daunting for the students, who, first of all are not familiar with the English language. Teaching library research skills therefore is an important part of the curriculum. They must learn to use the library independently.

Special exercises were designed to aid MFWI students in finding their way around the library. Although these exercises are specific to the MFWI library, the skills involved can be applied to any research process.

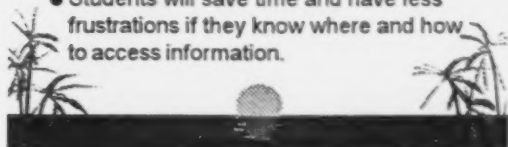
### **Why ESL students need basic library research skills**

- Students are unfamiliar with American library procedures.
- Students need to be able to use a library independently to support classroom activities and research.
- Frustration and anxiety can be lowered by students feeling confident in library skills.



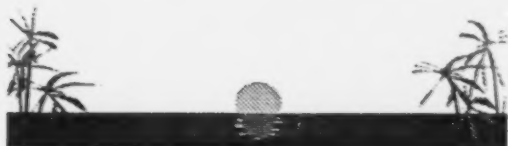
### **Why library research skills are taught at Mukogawa Ft. Wright**

- Students are required to write a research paper.
- Students are not familiar with research processes.
- Students will save time and have less frustrations if they know where and how to access information.



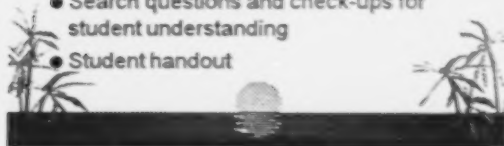
### **Introduction: Vocabulary**

- List of commonly-used Library terms
- Student Handout



### **Lesson One: Finding Your Way in the Library**

- Book's "address" on the shelf
- Types of materials available in the Library.
- Library layout or map
- Search questions and check-ups for student understanding
- Student handout



### **Lesson Two: General Reference**

- What are General Reference books?
- Different types of Reference materials
- Search questions and check-ups for student understanding
- Student handout



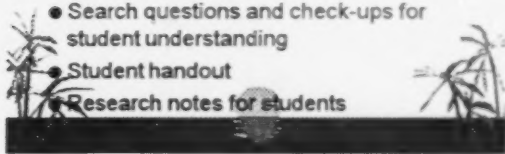
### **Lesson Three: Dewey Decimal System**

- What is non-fiction?
- Dewey Decimal system
- Search questions and check-ups for student understanding
- Student handout



### **Lesson Four: Computer Card Catalog**

- What is the Computer Card Catalog?
- Types of searches possible.
- Searching for names.
- Special searches in other sources.
- Search questions and check-ups for student understanding
- Student handout
- Research notes for students



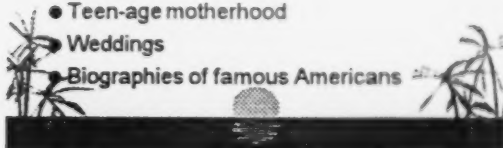
### **Summing up**

- MFWI Library is unique.
- Basic components of libraries are universal.
- All libraries offer information to the *questing* public.



### **Examples of Research Projects at MFWI**

- American Women biographies
- Childrens' Authors/Illustrators
- Gun Control
- AIDS
- Teen-age motherhood
- Weddings
- Biographies of famous Americans



## LIBRARY VOCABULARY

**Atlas:** a book of maps and charts of states, countries, and continents.

**Almanac:** a book of current facts and statistics.

**Author:** the person who wrote the book.

**Biography:** a true story about a real person's life. (*Always look under the last name.*)

**Call number:** a book's "address" in the non-fiction section.

**Card Catalog:** a listing (on the computer) of all the materials in the library.

**Dewey Decimal system:** a plan for placing non-fiction books on the shelves.

**Dictionary:** a book that gives the spelling, pronunciation, and definition.

**Encyclopedia:** a set of books containing information on many topics.

**"Everybody" books:** easy-to-read children's picture books.

**Fiction:** imaginative stories, novels. (*Not true.*)

**Glossary:** an alphabetical list of special or unusual words and meanings, in the back of a book.

**Index:** an alphabetical list of topics and page numbers, located in the back of a book.

**Non-fiction:** Informative and fact books.

**Reference:** general information books.

**Spine:** the binding (*back*) of a book.

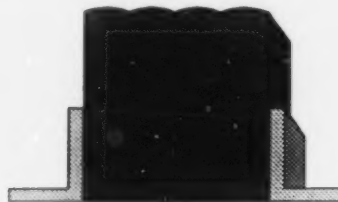
**Spine label:** address label on the spine, showing where the book belongs on the shelf.

**Subject:** information which the library has *about* a certain topic.

**Title:** *exact* name of the book.

**Vertical file:** file cabinet containing newspaper clippings, pamphlets, pictures, etc.

**Volume:** each book in a set of books, usually numbered (*example: Volume 1, 2, etc.*).



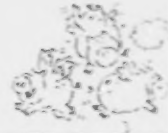
## Lesson One : FINDING YOUR WAY IN THE LIBRARY



Every book in the library has an "address," just like you. That's where the book belongs when it is in the library. Each book has a special label with a *call number* on it. You can locate a book quickly if you know the call number. Every type of book in the library has a special call number, like your dormitory.

- **"Everybody" books:** picture or children's books. These books will have a call number starting with **E**, followed by the first three letters of the author's last name.  
*Example: Miss Nelson is Missing!, by James Marshall.*

**Search Q 1:** Find an Everybody book about pigs in the Everybody section. Write the title, author, and call number.



- **Fiction:** imaginative (not true) stories, novels. They can be adventures, mysteries, romance, or science fiction. These books will have a call number starting with **FIC**, followed by the first three letters of the author's last name.  
*Example: Little Women, by Louisa May Alcott.*

**Search Q 2:** Find a fiction book in the Fiction section. Write the title, author, and call number. What kind of book is it (mystery, romance, adventure)?

- **Biography:** true stories about a person's life. These special non-fiction books are separate from the others. The call number for Biographies is **B 92**, followed by the first three letters of the *subject's* last name.  
*Example: Hillary Rodham Clinton, by JoAnn Bren.*

**Search Q 3:** Find a biography in the Biography section. Write the title, author, and call number. Is this person still alive?

Draw a map of the Library Reading Room. Be sure to label all the sections clearly. There may be some areas the Librarian didn't point out to you.

Include the following:

|                |                   |                              |
|----------------|-------------------|------------------------------|
| Everybody      | Non-fiction       | Circulation Desk/Book Return |
| Fiction        | Reference         | Computer Card Catalog        |
| Biography      | Video             | Copy Machine                 |
| Japanese books | Magazines         | Newspapers                   |
| RA/Games       | Listening Centers | Display                      |

*Check-up:* answer the following questions.

1. What is an "Everybody" book? \_\_\_\_\_
2. What is a Fiction book? \_\_\_\_\_
3. What is a Biography? \_\_\_\_\_
4. Write the name and date of an English language newspaper. \_\_\_\_\_
5. Write the name and date of a current magazine. \_\_\_\_\_
6. What is the most important rule in the Library? \_\_\_\_\_

*Extra point:* List one pig book and its author and call number.

## Lesson Two: General Reference

**Reference:** general information books. The call number for Reference books is **REF**, followed by the Dewey classification number.

*Example:* World Book Encyclopedia, 1994, REF 030 WOR.

- **Almanac:** a book published every year that gives current facts on many subjects.

*Examples:* World Almanac of the USA, 1996 Sports Almanac.

**Search Q:** What is the population of Spokane?

How many home-runs did Nomo make last year for the Los Angeles Dodgers?

- **Atlas:** a book of maps and charts of states, countries, or continents.

*Example:* Washington Atlas & Gazetteer.

- **Dictionary:** a book that gives the spelling, pronunciation, and definition of words.

*Types of special dictionaries:*

Biographical Dictionary: a dictionary of famous people. (*Biography*)

Geographical Dictionary: a dictionary of cities and countries of the world. (*Geography*)

Dictionary of Synonyms: a dictionary of words that have similar meanings.

Dictionary of American Slang: a dictionary of everyday expressions of contemporary American English.

**Check-up:** Where would you find the following information?

1. Who was John F. Kennedy? \_\_\_\_\_
2. What is another word for study? \_\_\_\_\_
3. What is the current population of Spokane? \_\_\_\_\_
4. What else is named Spokane besides the city? \_\_\_\_\_
5. What does the expression "hang in there" mean? \_\_\_\_\_

- **Encyclopedias:** a set of books that gives general information on many topics. Topics are arranged in alphabetical order.

*Example:* World Book Encyclopedia.

*Examples of special encyclopedias:*

Asian American Encyclopedia

Grolier Wellness Encyclopedia

Scholastic Encyclopedia of the Presidents and Their Times

Career Discovery Encyclopedia

**Check-up:** Answers are often found in more than one reference book. To save time, it is important to know the best source, the book *most likely* to contain the information you want. Read each question below. Write the type of reference book that is the *best source*.

1. What team played in last year's World Series? \_\_\_\_\_
2. Who was Samuel Mudd? \_\_\_\_\_
3. What is another word meaning "happy"? \_\_\_\_\_
4. When was Benjamin Franklin born? \_\_\_\_\_
5. How does a radio work? \_\_\_\_\_
6. Where can you find a map of Hawaii? \_\_\_\_\_
7. How many words have the same meaning as "ghost"? \_\_\_\_\_
8. How do you pronounce the word "lacquer"? \_\_\_\_\_

**Hint:** always look in the Index first. It saves time when you are searching for information.

**Hint:** when looking for information about a person, always look under the last (family) name. *Example:* Kennedy, John F.



## Lesson Three: Dewey Decimal System

There are **10 main classifications** of the Dewey Decimals System. This system assigns numbers to general categories of non-fiction. (Refer to the charts displayed in the Reading Room.)

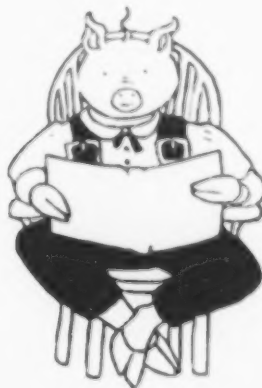
- 000-099 **General Works** (encyclopedias, atlases, almanacs)
- 100-199 **Philosophy & Psychology** (what people believe, how they think)
- 200-299 **Religions** (Bible stories, religions of the world, mythology)
- 300-399 **Social Sciences** (government, vocations, manners, folklore, and legends)
- 400-499 **Language** (grammar, dictionaries)
- 500-599 **Pure Science** (astronomy, mathematics, biology, chemistry, botany)
- 600-699 **Technology** (applied sciences, aviation, building, engineering, cookbooks)
- 700-799 **Fine Arts** (architecture, painting, music, sculpture, photography, music, sports and recreation)
- 800-899 **Literature** (novels, poetry, plays)
- 900-999 **History** (geography, travel, ancient and modern history)

**Check-up:** Read the title of each book listed below. Find the classification number in the Dewey System. Work in pairs for this activity.

The Life Cycle of the Tree Frog \_\_\_\_\_ The Viet Nam War \_\_\_\_\_

Webster's New English Dictionary \_\_\_\_\_ Religion in America \_\_\_\_\_

Mrs. Field's Cookie Book \_\_\_\_\_ Our Solar System and Beyond \_\_\_\_\_

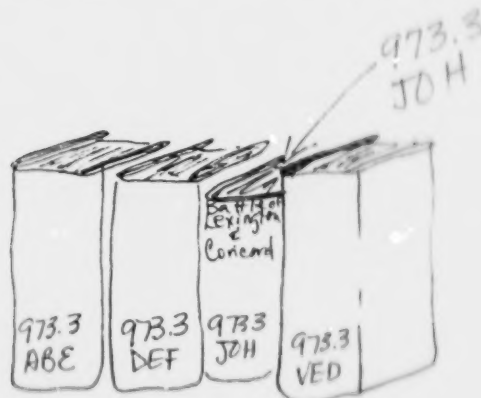


The numbers tell the subject of the book. There are 10 main subjects. Each of these subjects are divided again into smaller groups, and each of these can be divided again into still smaller groups.

*Example: The Battle of Lexington and Concord, by Neil Johnson, 973.3*  
JOH

900 History  
970 North America  
973 United States  
973.3 Revolution and Confederation, 1775-1789

There may be many books with the call numbers 973.3. To find the right book, look for the first three letters of the author's last name. Books are arranged alphabetically.



## Lesson Four: Computer Card Catalog

The computer card catalog is used to locate books and materials in the library. This is called *searching*. There are three main types of searches.

- **Title search:** looking for the title of a *specific* book in the library.

*Example:* Little Women. (The library has 7 books and 3 videos with this title.)

- **Author search:** looking for a listing of all books by an author. Always use the last (family) name first, followed by the first name.

*Example:* Alcott, Louisa May. (There are 10 books *by* Louisa May Alcott in the library.)

- **Subject search:** looking for materials *about* a subject.

*Example:* If you want to find out how many books *about* Alcott are in the library, type in the words *Alcott, Louisa*. (There are 12 books about Louisa May Alcott in the library.)

*Note:* There may be other special searches in the library.

- **Events search:** looking for new information on the school calendar, move arrow to **events**. You might be surprised!

*Example:* March 1, 1997 National Pig Day "Pig out" on books.

**Check-up:** Use the computer card catalog to find this information.

1. Are there any books with the *title* of John F. Kennedy in this library? \_\_\_\_\_  
How many? \_\_\_\_\_
2. Are there any book written *by* John F. Kennedy in this library? \_\_\_\_\_  
How many? \_\_\_\_\_
3. Are there any books *about* John F. Kennedy in this library? \_\_\_\_\_  
How many? \_\_\_\_\_
4. List two upcoming events on campus for the month of March. \_\_\_\_\_  
\_\_\_\_\_



## RESEARCH NOTE SHEET

Name: \_\_\_\_\_

Topic: \_\_\_\_\_

Source used : \_\_\_\_\_  
(Example: *World Book*, Vol. 6, p. 9, 1994)

Take notes on the *Who*, *What*, *When*, *Where*, *Why*, and *How* ideas that are important to your topic. Do not copy the whole sentences. Just look for the main idea.

Page

Notes

**What do I need to know about my topic?**

**My topic is** \_\_\_\_\_.

**Born (date, place)** \_\_\_\_\_.

**Died:** \_\_\_\_\_.

**Education:** \_\_\_\_\_

\_\_\_\_\_

**Family:** \_\_\_\_\_

\_\_\_\_\_

**Occupation:** \_\_\_\_\_

**What obstacles did she have to overcome?** \_\_\_\_\_

\_\_\_\_\_

**How did she overcome them?** \_\_\_\_\_

\_\_\_\_\_

**Why should people learn about her?** \_\_\_\_\_

\_\_\_\_\_

**How has she contributed to making life better for you?**

\_\_\_\_\_

\_\_\_\_\_

**List 5 things you want to know about your subject:**

- 1.
- 2.
- 3.
- 4.
- 5.

**List at least three sources where you have found information about your subject.**

## OTHER SOURCES

This is a list of some other sources I have found to be helpful in the instruction of research skills for our students. The information is good and at a level the students can understand easily.

Barnett, Diana. Research It! With the Encyclopedia. Cleveland, OH: produced by Wonderstorms, div. of World Almanac Education Co.

Student and instructor's packet, blackline masters, teach students how to make full use of the encyclopedia, while teaching basic research skills such as note-taking, outlining, and writing a bibliography. Also available with the packets: bookmarks and posters for display.

How to Write a Research Paper. Marcia Shank, project manager. Santa Monica, CA: Lee Center & Associates, 1989.

Stripling, Barbara K., and Judy M. Pitts. Brainstorms and Blueprints: teaching Library Research as a Thinking Process. Englewood, CO: Libraries Unlimited, Inc., 1988.

